



Autism Waiver Transitioning Youth Guidance **Revised November 17, 2021**

***All text in red indicates added/revised language since the prior release date**

Background:

On July 1, 2021, Governor Hogan announced the end of the COVID-19 state of emergency in the State of Maryland.

During the COVID-19 pandemic the Developmental Disabilities Administration (DDA) has published guidance related to the [Transitioning Youth Processes](#) that address recommended meetings and contact with the person currently enrolled in the Autism Waiver and their team to evaluate supports and services available. The responsibilities of a Maryland State Department of Education (MSDE) Autism Waiver (AW) Service Coordinator (SC) and the DDA Coordinator of Community Services (CCS) are to inform, assist, locate, and apply for services and supports for youth aging out of the AW.

The AW program was able to submit an emergent amendment to the waiver via a section called [Appendix K](#) which allows for flexibility in administering services during a state or national emergency. A provision of the [Autism Waiver Appendix K](#) includes the ability to continue those waiver services for DDA eligible Transitioning Youth (TY) through the duration of the state of emergency. This means AW participants who would otherwise be disenrolled from the AW on June 30, 2020 and June 30, 2021 can remain in the AW even though they have concluded their entitled educational services.

This guidance was updated to reflect the unwinding of the temporary modifications to the AW Participants Appendix K flexibility.

AW TY eligible for July 2020, July 2021, and July 2022 have until June 30, 2022 to complete and submit the DDA Waiver application in order to be considered for DDA funding and services.

In order to support AW TY and their families in making an *informed decision* for their transition date, the following process shall be implemented.

Process and Requirements:

1. The MSDE and DDA will provide a list of eligible AW TY to each CCS agency and SC agency.
2. The assigned SC shall:

- a. Review the AW Plan of Care and the current expressed services needs of the youth to identify opportunities to increase the current level of AW services and seek new additional AW services to support their needs **until they transition**.
- b. Contact the current AW providers to obtain current scope and level of services being provided and options for increase or new services:
 - i. Service(s): Intensive Individual Support Services (IISS), Intensive Therapeutic Integration (ITI), Respite Care (RC), Residential Habilitation (RH), Adult Life Planning (ALP), Family Consultation (FC), and Environmental Accessibility Adaptations (EAA)
 - ii. Type of support per service: (i.e., In person (Direct face-to-face), virtual, or both)
 - iii. Level of support per service: (i.e., Number of hours and days per week)
 - iv. Transportation supports: (i.e., As part of the waiver service availability and time frame as applicable)
 - v. Target start date for new or service increase per service:

Note: ***AW participants with a July 1st DDA Waiver enrollment effective date are to be prioritized first.***

3. The assigned CCS shall:
 - a. Review the Person-Centered Plan (PCP) and notes related to the identification and/or selection of DDA service providers;
 - b. Contact the selected DDA provider(s) to obtain current scope and level of services offered for the TY including:
 - i. Service(s): (e.g., Supported Employment, Community Development, Day Hab, Personal Supports, Respite, etc.)
 - ii. Type of support per service: (i.e., In person (Direct face-to-face), virtual, or both)
 - iii. Level of support per service: (i.e., Number of hours and days per week)
 - iv. Transportation supports: (i.e., As part of the waiver service availability and time frame as applicable)
 - v. Target start date per service:

Notes:

(1) AW participants with a July 1st DDA Waiver enrollment effective date are to be prioritized first.

(2) Service options offered prior to the pandemic may no longer be available at this time. The DDA providers may be supporting people via remote, virtual, and other direct support methods due to the COVID-19 pandemic affecting site based services. Hours, duration, and method of support may vary depending on the individual provider's capacity.

4. The SC and CCS shall share information with each other related to their findings and document on the chart included on page 7 of this guidance. This chart should also be included in the participants record.
5. The CCS and SC shall coordinate a time and date for a joint conference call with the TY and family. The conference call shall be conducted as soon as possible and **prior to June 1, 2022**.
6. During the call they are to share:
 - a. All the service options available under each Waiver program in order for youth to consider when making decisions as to when to transition from the AW to the DDA Waiver;
 - b. Eligible TY 2021 (i.e., youth that typically would have transitioned July 2020) have the options to:
 - i. Remain in the AW **until the end of the 2022 school year**; and
 - ii. Identify a date to transition to the DDA Waiver after meeting eligibility criteria and prior to the end of the [Appendix K flexibilities](#).
 - c. Eligible TY 2022 (i.e., youth that typically would have transitioned July 2021) have the options to:
 - i. Remain in the AW **until the end of the 2022 school year**;
 - ii. Transition July 1st to the DDA Waiver after meeting eligibility criteria; and
 - iii. Identify a later date (e.g., September, etc.) to transition to the DDA Waiver after meeting eligibility criteria and prior to the end of the [Appendix K flexibilities](#).
 - d. **Participants who have not completed the DDA Waiver application process by June 30, 2022 will be placed on the DDA Waiting List;**
and
 - e. The CCS and SC will support and coordinate service options and provide information and assistance as needed.
7. If the TY's decision is to:
 - a. Remain in the Autism Waiver at this time **and** their DDA Waiver application has already been approved for a July 1st date, the decision must be communicated as soon as possible, but **no later than June 16, 2021**, so that the MSDE and DDA can advise the Department's Eligibility Determination Division (EDD) to not enroll the person in the DDA Waiver so they can remain in the AW at this time.
 - i. The CCS and SC should track decisions and immediately report as provided below.
 - ii. The CCS and SC shall document in the case notes this decision including *LTSSMaryland* and the AW Plan of Care (POC) System as applicable.

iii. The CCS and SC shall immediately inform the DDA and the MSDE by submitting a secure email directly to **the applicable DDA Regional Office staff noted below and crystal.gatlin@maryland.gov** as follows:

- *Subject Line:* AW Transition - (insert participant’s LTSS ID #)
- *Message:* “I spoke with (insert the participant’s name or authorized representative) on (insert date) and (insert participant’s name and LTSS ID#) has decided to delay their transition from the Autism Medicaid Waiver into a DDA Medicaid Waiver program at this time.

DDA Regional Office	Contact Person
CMRO	nicolette.paparoidamis@maryland.gov and bianca.renwick@maryland.gov
ESRO	eharris@maryland.gov
SMRO	kendall.cazer@maryland.gov
WMRO	tina.swink@maryland.gov

b. Change their current DDA Waiver enrollment date to a future date (e.g., July 1st date or other established date), the decision must be communicated as soon as possible, but **no later than June 16, 2021**, so that the MSDE and the DDA can advise the EDD of the new date so they can remain in the AW at this time.

- i. The CCS and SC should track decisions and immediately report as provided below.
- ii. The CCS and SC shall document in the case notes this decision including *LTSSMaryland* and the AW POC System applicable.
- iii. The CCS and SC shall immediately inform the DDA and the MSDE by submitting a secure email directly to **the applicable DDA Regional Office staff noted below and crystal.gatlin@maryland.gov** as follows:

- *Subject Line:* AW Transition - (insert participant’s LTSS ID #)
- *Message:* “I spoke with (insert the participant’s name or authorized representative) on (insert date) and (insert participant’s name and LTSS ID#) has decided to delay their transition from the Autism Medicaid Waiver into a DDA Medicaid Waiver program at this time. The new effective date is (insert date).

DDA Regional Office	Contact Person
CMRO	nicolette.paparoidamis@maryland.gov and bianca.renwick@maryland.gov
ESRO	eharris@maryland.gov
SMRO	kendall.cazer@maryland.gov
WMRO	tina.swink@maryland.gov

8. The DDA Regional Office staff will take the following actions:
- a. TY 22 **Scenario #1** - For participants with a July 1st DDA Waiver enrollment date who choose to remain in the AW with no future established transition date, immediately:
 - i. Complete a *LTSSMaryland* Authorization to Participate (ATP) for disenrollment with a July 1, 2021 effective date for the following technical reason will be submitted:
 - You have chosen to enroll in another Medicaid 1915(c) Home- and Community-Based Waiver.;
 - ii. Staff will note in the ATP “Specify: *” data field “The Individual has chosen to remain in the Autism Waiver.”;
 - iii. Update the DDA TY tracking sheet to reflect this decision as follows:
 - (1) “(Insert staff initial) – (insert date) ATP DDA disenrollment completed on (insert date).”; and
 - (2) Update Waiver enrollment effective date.
 - iv. Forward the CCS/SC notification email as follows:
 - (1) Email to be forwarded to the appropriate staff within the EDD;
 - (2) Copy of email to be sent to DDA’s Regional Office Director and Deputy;
 - (3) Message to include:

“A Disenrollment ATP has been completed within *LTSSMaryland* to support the request noted below. Please complete the *LTSSMaryland* MMIS Transaction and ODF so this person remains in the Autism Waiver and does not enroll in the DDA Waiver at this time.
 - b. **Scenario #2** - For participants that choose to change their current DDA Waiver enrollment date, immediately:

- i. Complete a new or revised LTSS*Maryland* Authorization to Participate (ATP) for enrollment with the new effective date;
 - ii. Update the DDA TY tracking sheet to reflect this decision as follows:
 - (1) Enter comment in Note section as follows:
“(Insert staff initial) – (insert date) an ATP was completed on (insert date) with the new enrollment date of (insert new enrollment date).”; and
 - (2) Update Waiver enrollment effective date.
 - iii. Forward the CCS/SC notification email as follows:
 - (1) Email to be sent to the appropriate staff within the EDD;
 - (2) Copy of email to be sent to DDA’s Regional Office Director and Deputy;
 - (3) Message to include:
“An ATP has been completed within LTSS*Maryland* to support the request noted below. Please complete the LTSS*Maryland* MMIS Transaction and ODF to reflect this revised effective date.
- c. **Scenario #3** - For participants with an ATP but no EDD LTSS*Maryland* Financial Eligibility Determinations and Redeterminations and Overall Decision Form (ODF) completed, follow the corresponding scenarios noted above. This action is needed as EDD may be in the process or recently completed these steps which have not carried over to LTSS*Maryland* yet.
- d. **Scenario #4** - For participants who are not DDA TY eligible:
 - a. Reply all to the SC/CCS email with the following message: “This individual is not eligible for the DDA TY category. Therefore, a DDA Waiver application for the TY initiative has not been completed and the Autism Waiver Transitioning Youth Guidance and process does not apply to them.”; and
 - b. Copy of the email to be sent to DDA’s Regional Office Director and Deputy.

Notes:

- (1) There are some AW participants who choose to exit the school system before they are eligible to apply for the DDA TY initiative and some that do not meet the DDA eligibility criteria. For these individuals, this guidance does not apply to them and therefore the SC/CCS should not send an email to the DDA RO Staff.
 - (2) For AW participants (not eligible for the DDA TY initiative) that were (a) offered the opportunity to apply to the DDA *Family Supports Waiver*, (b) have a pending upcoming enrollment effective, and (c) have chosen to now remain in the AW, then this process can be followed and processed similar to scenario #2 noted above.
9. The EDD case worker shall immediately take appropriate required actions based on the DDA ATP and AW Notice of Case Activity (NOCA).

Autism Waiver Transitioning Youth Service Delivery Options

Date:	Participant Name:
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Autism Waiver Service Coordinator:	CCS:
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Autism Waiver Service Delivery Options

Service:	Provider	Type of Support (<i>In person, virtual, both</i>)	Level of Support (<i># of Hours & Days of Week</i>)	Transportation Support (<i>As part of the waiver service</i>)	Target Start Date (<i>If applicable, change in AW services</i>)
Intensive Individual Support Services					
Respite					
Intensive Therapeutic Integration					
Residential Habilitation					
Adult Life Planning					
Family Consultation					
Environmental Accessibility Adaptations					

DDA Waiver Service Delivery Options
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Service:	Provider	Type of Support (<i>In person, virtual, both</i>)	Level of Support (<i># of Hours and Days of Week</i>)	Transportation Support (<i>As part of the waiver service</i>)	Target Start Date

Non-DDA Service Delivery Options/Transition Plan:
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Service Delivery Program (please list; i.e. DORS, community college, etc.):

Service (please describe):

Participant/Parent Choice (select one):

Remain in the Autism Waiver

Transition out of the Autism Waiver

Please note that any statements, answers, or guidance presented in this document, or any other documents published by the Departments related to COVID-19, are subject to change as the Departments learns new information in this evolving crisis. Any subsequent versions shall supersede previously published documents. The Departments will note the current effective date and posting date on each document that it publishes.